



**E-Orders Live, Debtor Address Changes, Exhibit D Filings,
Amended Forms, CM/ECF Training, and
Corrective Entry Reminder**



The Court's order processing software, E-Orders, is live for use by all certified CM/ECF attorneys effective January 3, 2008. The E-Orders software has been successfully tested for the past month. At this time, use of the E-Orders software is not mandatory.

To access E-Orders, click the Order Upload link under E-Orders found on the Bankruptcy Events and Adversary Events main page. E-Orders operates similarly to attaching a PDF to a docketing event. Instead of being docketed, the proposed order is delivered to an Inbox in the office of the assigned judge.

Instructions for using E-Orders will be posted on the Court's webpage at www.okwb.uscourts.gov.



Debtor Address Changes

Attorneys must file a change of address with the Court Clerk's Office when the address of a debtor changes. Although a notation of a change of address made by a trustee on the Trustee's Report of the Meeting of Creditors is honored by the Court, it does not meet the requirements of Federal Rule of Bankruptcy Procedure 4002. Rule 4002 requires that "the debtor shall . . . file a statement of any change of the debtor's address."



Filing of Exhibit D

The uniform Exhibit D form requires that, if available, a Certificate of Credit Counseling must be attached. However, attaching the Certificate

of Credit Counseling to the Exhibit D filing does NOT suffice as filing of the document. The Certificate of Credit Counseling event is used by both the Assistant United States Trustee and the Court Clerk to determine whether a case is ready for discharge or is subject to dismissal.

To ensure that the Certificate of Credit Counseling is correctly filed, it must be:

1. Filed “as a bundle” with the petition and associated pleadings;
or
2. Filed as a separate docket event; *or*
3. Filed with Exhibit D by selecting the Certificate of Credit Counseling event and, while holding the Control (Ctrl) key, selecting the Exhibit D event. Both events should be highlighted. After selecting both events, users should complete filing the events.



Amendments to four uniform bankruptcy forms became effective on January 1, 2008. The Voluntary Petition form (Form B 1) has been amended for consistency with FRBP 9037 by requiring that filers redact individual taxpayer identification numbers as well as social security numbers. Additionally, the Means Test forms have been modified to conform to the Internal Revenue Service’s Collection Financial Standards. These modifications include changes to the following forms: Statement of Current Monthly Income and Means Test Calculation (Chapter 7); Statement of Current Monthly Income (Chapter 11); and, Statement of Current Monthly Income and Calculation of Commitment Period and Disposable Income (Chapter 13). To access the revised forms and Committee notes, use the following link:

<http://www.uscourts.gov/bankform/index.html#volpet>



Training in CM/ECF is available to new staff members in the office of a CM/ECF certified attorney. If a CM/ECF certified attorney has a new staff member, the staff member may register for training online by accessing the Court’s website at www.okwb.uscourts.gov.



A **corrective entry** is docketed in a case when a filing is deficient. The corrective entry is notification that a filing must be corrected. Attorneys receive a Notice of Electronic Filing (NEF) of the corrective entry.

Generally, a corrective entry provides attorneys 72 hours in which to correct the error. If the correction is not made, the filing may be stricken by the Court. If you receive an NEF of a corrective entry, PLEASE review the corresponding docket entry and make corrections timely.